Microsoft Excel 2016
Level 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using *Microsoft Excel 2016*. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- navigate your way around *Microsoft Excel 2016*
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand and work with ranges in a worksheet
- copy and paste data in *Excel*
- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- understand, create and work with formulas and functions
- understand and use formula cell referencing
- use font formatting techniques
- align the contents of cells in a number of ways
- understand and use the number formatting features in *Excel*
- format rows and columns in a worksheet
- work with elements that make up the structure of a worksheet
- sort data in a list in a worksheet
- filter data in a table
- print your workbook data
- create effective charts in *Microsoft Excel*
- obtain help for *Excel* whenever you need it
- understand points to consider to avoid problems in your worksheets

❖ **Prerequisites**

This course assumes little or no knowledge of spreadsheets or *Microsoft Excel 2016*. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

❖ **Topic Sheets**

180 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Product Information

AUSTRALIAN MADE & OWNED

Microsoft Excel 2016

Level 1

INFOCUS COURSEWARE

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

This information sheet was produced on Tuesday, May 22, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

AUSTRALIAN MADE & OWNED

Contents

Getting to Know Excel 2016
Starting Excel From the Desktop
Understanding the Excel Start Screen
The Excel Workbook Screen
How Excel 2016 Works
Using the Ribbon
Showing and Collapsing the Ribbon
Understanding the Backstage View
Accessing the Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding the Quick Access Toolbar
Adding Commands to the QAT
Understanding the Status Bar
Exiting Safely From Excel 2016

Creating a New Workbook
Understanding Workbooks
Using the Blank Workbook Template
Typing Text
Typing Numbers
Typing Dates
Typing Formulas
Easy Formulas
Saving a New Workbook on Your Computer
Checking the Spelling
Making Basic Changes
Safely Closing a Workbook

Working With Workbooks
Opening an Existing Workbook
Navigating a Workbook
Navigating Using the Keyboard
Using Go To
Recent Files and Folders

Editing in a Workbook
Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo and Redo

Selecting Ranges
Understanding Cells and Ranges
Selecting Contiguous Ranges
Selecting Non Contiguous Ranges
Selecting Larger Ranges
Selecting Rows
Selecting Columns

Copying Data
Understanding Copying in Excel
Using Fill for Quick Copying
Copying From One Cell to Another
Copying From One Cell to a Range
Copying From One Range to Another

Filling Data
Understanding Filling
Filling a Series
Filling a Growth Series
Extracting With Flash Fill

Moving Data
Understanding Moving in Excel
Moving Cells and Ranges
Moving by Dragging

Formulas and Functions
Understanding Formulas
Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply and Divide
Understanding Functions
Using the SUM Function to Add
Summing Non-Contiguous Ranges
Calculating an Average
Finding a Maximum Value
Finding a Minimum Value
Creating More Complex Formulas
What if Formulas
Common Error Messages

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References

Font Formatting
Understanding Font Formatting
Working With Live Preview
Changing Fonts
Changing Font Size
Growing and Shrinking Fonts
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Changing Background Colours
Using the Format Painter

Cell Alignment
Understanding Cell Alignment
Horizontal Cell Alignment
Vertical Cell Alignment
Indenting Cells

Number Formatting
Understanding Number Formatting
Applying General Formatting
Formatting for Money
Formatting Percentages
Formatting as Fractions
Formatting as Dates
Using the Thousands Separator
Increasing and Decreasing Decimals

Row and Column Formatting
Approximating Column Widths
Setting Precise Columns Widths
Setting the Default Column Width
Approximating Row Height
Setting Precise Row Heights

Working With a Worksheet
Understanding Worksheets
Changing the Worksheet View
Worksheet Zooming
Viewing the Formula Bar
Viewing Worksheet Gridlines
Inserting Cells Into a Worksheet
Deleting Cells From a Worksheet
Inserting Columns Into a Worksheet
Inserting Rows Into a Worksheet
Deleting Rows and Columns
Working With Multiple Worksheets
Worksheet Wisdom

Sorting Data
Understanding Lists

Performing an Alphabetical Sort
Performing a Numerical Sort
Sorting on More Than One Column

Filtering Data
Understanding Filtering
Applying and Using a Filter
Clearing a Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

Printing
Understanding Printing
Previewing Before You Print
Selecting a Printer
Printing a Range
Printing an Entire Workbook
Specifying the Number of Copies
The Print Options

Creating Charts
Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning a Chart
Printing an Embedded Chart
Creating a Chart Sheet
Changing the Chart Type
Changing the Chart Layout
Changing the Chart Style
Printing a Chart Sheet
Embedding a Chart Into a Worksheet
Deleting a Chart

Getting Help
Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance

A Guide to Brilliant Spreadsheets
Good Planning Is Essential
Organisation and Design
Writing Effective Formulas
Documented and Easy to Use

The Appropriateness of Spreadsheets

Product Information

AUSTRALIAN MADE & OWNED